

QUARTERLY LIABILITY RETURN CHECK LIST

1. When completing your return, use the lowest value for **each** security whether it is “market” or “par” value. Book value does not even need to be listed on your report.
2. Please make sure that the securities you have listed as pledged have not been released prior to quarter end or added after the end of the quarter. The pledge or release date is the date listed on the bottom of the signed SD Authorization of Collateral Release/Pledge Acceptance form you receive from the Treasurer’s Office. Please remember we have two business days to process requests.
3. Institutions that have loans pledged please notify the Public Deposit Protection Commission when these have been paid down to zero before quarter end. Any time loans are paid down a standard release form needs to be sent to the Treasurer’s Office.
4. If your institution is going to be changing custodians, it needs to be done before the last month of the end of the quarter.
5. Make sure you have enclosed a list of your pledged securities and your Schedule RC Balance Sheet.
6. Make sure the form is complete and every line that applies to your institution is completed, including your institution’s information at the top.
7. Double check your addition and subtraction on the liability return.
8. A fillable form in adobe format is available on our website at www.sdtreasurer.com. Please complete the form, print, sign, notarize, and send to the State Treasurer’s Office along with a listing of securities and RC Balance Sheet. The Treasurer’s Office will accept submission via email to Marianne.Gabriel@state.sd.us.
9. Excess insurance bonds and letters of credit need to have release forms completed when they mature.

If you have questions on what securities our office has pledged and what you have pledged, please contact me and I will fax or email a report of current pledges for your institution. That way you can compare and see any discrepancies **before** you submit your report.

Just a reminder that all releases and additions need to be sent to me first and I'll notify the custodian of the changes. Also, make sure either you or your custodian is sending me either a signed agreement or receipt. Failure to receive confirmation from you or the custodian will result in a Notice of Deficiency, so please contact your custodian to make sure this step is covered.